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RULES

FOR

Author and Classed Catalogs

as used in

Columbia College Library

with 52 fac-similes of sample cards

EDITED BY

MELVIL DEWEY A. M.

Professor Library Economy and Director Columbia Library School; Secretary American Library Association; Editor Library Notes; Author Decimal Classification and Relativ Index, etc.,

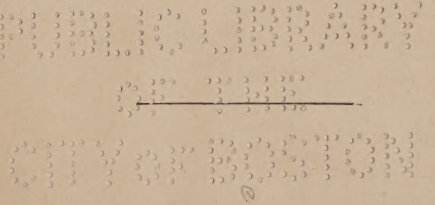
WITH

Bibliography of catalog rules

by

MARY SALOME CUTLER

Instructor in Cataloging



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Card Catalog Rules

These are the A. L. A. condenst rules made clearer on many points by re-wording and adding illustrations. They are for a double catalog of authors and markt titles on small cards (5 x 12½ cm), and of subjects on standard P size (7½ x 12½ cm). The changes are very slight in adapting the rules for a simple author catalog. For a dictionary catalog, there must be used a code of rules for subject headings.

To save detailed comparison we note that, except enlargements, these differ from the A. L. A. rules as printed some years ago, only in:

1e. We enter always under real name, omitting the exception that some books may go under pseudonyms.

1s. We follow the rule recommended as best in Cutter's rule 40, putting under the name of the place, local and municipal societies, *tho the corporate name may* not begin with that word.

2f. We give cities in their vernacular form instead of in English.

5m. We do not capitalize common nouns in German, but follow the rule of the Library of Congress.

4a. We give place and date at the end of the imprint entries insted of after edition, thus following the L. A. U. K. and Bodleian rules, the A. L. A. minority report, and the Library of Congress in putting these most important items in the most prominent place, insted of burying them back of minor items.

4c. We give edition in English rather than in language of the title.

9b. We use Arabic figures for all numerals, unless Roman are used on the title-page after names of rulers and popes.

The rules are in groups as follows:

0. Check Marks.
1. Main Entry.
2. Heading.
3. Title.
4. Imprint, Contents and Notes.
5. Capitals, Spacing and Underscoring.
6. Arrangement of authors and titles.
7. Subject Cards.
8. Colord Cards.
9. Miscellaneous.

S. C. refers to appended sample cards illustrating the rules.

o. — Check Marks.

Put Order checks on inner margin of first recto after title of v. 1.

a. "Not a duplicate." Initials of collator on order slip; or, if no order slip, as first check on book itself. If a duplicate, write "dup" and initials on book plate, if there is one; if not, in the upper left corner of front cover.

b. Source and cost of book in cents without $ sign (i. e. 145 not $1.45) after initials of duplicate collator, or, if none, as first check.

c. Pin hole in round part of last 9 in pagination shows that all order department routine is finished, and marks ownership.

d. Dot under first figure of accession number shows that all entries except class numbers are made on the accession catalog.

Title–Page Checks. See sample title-pages at end of S. C.

Checks under first letter of words mean:

e. . . . main entry and joint authors.

f. — main entry for an anonymous book. Begins on second line of card.

g. . . added entry under editor, translator, commentator, publisher, title, etc.

h. . analytic author entry.

i. x cross reference from other forms of name, pseudonyms, initials, etc.

Other checks mean:

j. ⟨ ⟩ omit on all cards.

k. ⌜ ⌟ omit on author card.

l. ( ) series note. To follow imprint entries in ( ). S. C. 31.

m. No checks are made for biographical and subject entries. Other processes are checked as follows:

n. "Cards written." Abbreviated date and cataloger's initial on first recto, after cost; and initial, with number of cards written, on bottom of main author card, the number of small cards at the left, and of large cards at the right of the guard hole. S. C. 2.

o. "Cards revised." . above first letter of title-page.

p. "Classified." Class number on book-plate.

q. "Shelf listed." Book numbers on plate; and if for loan department, book card written and pocketed.

r. "For inspection." Thread of proper color for each day. M. Blue. Tu. Green. W. White. Th. Red. F. Black. St. Salmon.

s. "Gilded." Numbers on backs.

Checks a–d are made by order clerk; e to l by head cataloger as guide to carders. All the checks except e–l, are made by the person doing the work, as a record, and must never be put on till it is finished.

1. — Main Entry.

Enter books under:

a. Authors' SURNAMES if known. S. C. 1 and 2.

b. EDITORS OF COLLECTIONS, S. C. 4 (also cataloging each separate item, if expedient). S. C. 24 and 25.

c. COUNTRIES, CITIES, SOCIETIES, LIBRARIES, or other bodies responsible for their publication. S. C. 5.

d. Authors' INITIALS, when these only are known, putting last initial first. S. C. 18. Make also added entry under title. When author's name is found fill it in on all cards and write a new card refering from initials to full name. S. C. 19.

e. PSEUDONYMS when real names cannot be found. Add *pseud.* 1 cm after, if sure the name is not real. S. C. 20. When the real name is found write it above the pseudonym on the cards (or re-write cards). S. C. 21. Refer from pseudonym to real name. If there is only one book under that pseudonym, its title and call number may be given on the card, S. C. 22, but, if there are several works, the real name only is given, S. C. 23, as the card must contain all the titles in the library or none.

f. FIRST WORD (not an article or serial number and omitting mottos or designations of series) of titles of anonymous books whose authors are still unknown, S. C. 15, and of periodicals. S. C. 28 and 29. (A book is anonymous when the author's name is not on the title page, — see Cutter's Rules p. 10, — or in government publications, on pages following the title-page.) When author's name is found, pencil it on title-page and enter on author line of cards, putting [ ] around the name, and *anon.* 1 cm after, S. C. 16, making also a new card with added entry under title followed by author's name in [ ]. S. C. 17.

Enter:

g. COMMENTARIES with text, and TRANSLATIONS, like the original, with added entry under commentator or translator; S. C. 6, 7, and 8, but commentaries without the text, under commentator only, tho classed with the original; e. g. Coleridge's "Notes and lectures

upon Shakspere" is entered under Coleridge, tho classed with Shakspere.

h. BIBLE, or any part of it, including the Apocrypha, under editor, translator, etc.; e. g. Alford, H: ed. Greek testament with revised text; entered under Alford in form of S. C. 4, or, if no editor, under the first word of title, writing no author card; e. g. "Das neue testament" to be entered like an anonymous book. S. C. 15. Most libraries enter all bibles under the word Bible. This would duplicate in the author catalog the group under Bible in the subject catalog, to which reference is made from the word Bible in the author catalog. If *only* an author catalog is made, it should include all bibles under that word.

i. TALMUD, KORAN, VEDAS, and other sacred books under those words on author line, making added entries under editor, translator, &c. S. C. 34.

j. ACADEMICAL THESIS under respondent or defender, unless præses is clearly the author.

k. Books having MORE THAN ONE AUTHOR under the first named in title, with added entries under each of the others. S. C. 13 and 14. If only two or three authors, include their names in the main entry; e. g. "Roe, R:, Doe, J: and Smith, D:"; if more than three, enter under the first "and others"; e. g. "Roe, R: and others," and make an added entry under each of the others; e. g. "Doe, J:, Roe, R: and others," "Smith, D., Roe, R: and others." Write each author's full name only once and that on his own author card. S. C. 13 and 14. Joint editors, translators, etc., have separate added entries. S. C. 9. Parties in a debate are treated like joint authors.

l. TRIALS of crown and criminal cases under defendant; e. g. Burr, Aaron, Trial for treason; civil cases under the parties in the suit, treated like joint authors; e. g. Vanderbilt, Cornelius, vs. Livingston, J. R.; marine cases under the ship; e. g. Blaireau (ship); PLEAS, DECISIONS, etc., under the author, with added entries as below. A plea printed separately goes under the lawyer making the plea, with added entries under the party or parties in the suit; e. g. Smith's argument in case of prize steamer Peterhoff, is entered under Smith, with added entry under Peterhoff. Decisions published separately go under court, with added entries for parties in the suit.

m. CATALOGS of private collections under owner; catalogs of public collections by rule 1 c. Make added entry under compiler, e. g. Daniel, G: Catalogue of [his] library; Boston Athenæum, Cata-

logue of the library [by C: A. Cutter]; with added entry under Cutter.

n. ALUMNI proceedings, etc., and local COLLEGE SOCIETIES under the college; e. g. Yale college — Skull and bones society. Enter their publications under heading above with reference from Skull and bones society. Chapters of FRATERNITIES under name of fraternity, with added entry under the college; e. g. Psi Upsilon fraternity.

o. NOBLEMEN under their titles with reference from family name. If the family name is decidedly better known, enter under that with reference from title; e. g. Romney, H: Sidney, 1st earl of; S. C. 36, but (the only exception for Englishmen), Bacon, Francis, baron Verulam.

p. ECCLESIASTICAL DIGNITARIES, unless popes or sovereigns, under their surnames, e. g. Newman, J: H: card. Butler, Jos. bp.

q. SOVEREIGNS, e. g. Napoleon 1, (except Greek and Roman, e. g. Justinianus 1, Flavius Anicius); ruling princes; Oriental writers; popes, e. g. Leo 13; friars, e. g. Hyacinthe, Père (C: Loyson); persons canonized, e. g. Ambrosius, St., and all others known only by their first names, under the first name.

r. MARRIED WOMEN, and other persons who have changed their names, under the last well-known form, with reference from other forms. Enter Helen Hunt under Jackson, Mrs. Helen Maria (Fiske) Hunt, with references from Hunt, and H. H.

s. A SOCIETY, UNDER FIRST WORD (not an article) of its corporate name, with reference from any other name by which it is known, specially the place if it has head-quarters and is often called by that name, e. g. Statistical society of London, with reference from London statistical society: UNDER PLACE, local societies, e. g. N. Y. Shakspere society; academies of the European continent and South America, e. g. Berlin akademie der wissenschaften; municipal institutions, *viz.* libraries, e. g. Boston — Public library; galleries, e. g. N. Y. metropolitan museum of art; public schools, e. g. Cincinnati — Education, Board of; and municipal corporations, e. g. Minneapolis — Health, Board of: UNDER THE STATE, state historical societies and state colleges, e. g. Wisconsin historical society, California university.

t. CYCLOPÆDIAS, DIRECTORIES and ALMANACS, under title, like a periodical, S. C. 28 and 29, making added entry for editor, publisher, partial title, or any form under which they may be well known, e. g. enter Appleton's cyclopœdia under American

encyclopœdia with added editor entry for Ripley and Dana, and a similar one for Appleton, pub. But if it is the work of an individual, e. g. Larousse, enter under author's name with added entry under title.

u. A PERIODICAL which is the organ of a society or club, under its name, like S. C. 28 and 29, with added entry under name of society, unless it be the regular proceedings or transactions, in which case enter it under the society, with added entry under title, like S. C. 11; e. g. Library journal as periodical, with added entry under A. L. A.; but Quarterly journal of the Geological soc. of London, under the society's name. In case of change of name of periodicals, enter the whole under the earlier name, making note of the change on the main cards. Make added entry under the new name, giving imprint of the part covered by it, referring on the same card to the old name.

v. SERIES under editor, if known, S. C. 30, with reference from title; if unknown, under title, e. g. Bampton lectures. For some series a series card need not be written, e. g. Clarendon press series. Give two lines to each item of contents on series card, beginning with series number between red lines, thus giving space for both class and book numbers. S. C. 30.

w. A BIOGRAPHY under its author, putting the full name of its subject on the upper line of the subject card, followed by the dates of his birth and death. S. C. 26. See also 7 f. If author's name is not known, leave second line blank, and fill in if found later. An autobiography, e. g. Grant's Memoirs, is written like a simple subject and author card, like S. C. 1 and 2, except that the full name and dates are added on the subject card; e. g. Grant, Ulysses Simpson, 18th pres. of U. S. 1822–1885. Diaries and letters are considered autobiographical. When it is found that authorities differ, affix ? to the date used; but unless in special cases do not attempt to settle the discrepancy. If the choice is between only two dates, both may be given, e. g. b1844 or 6. Where exact dates are unknown the time when the author flourished may be given, e. g. "fl. 13th cent." or "fl. 1430?" using the ? instead of *circa* or *about* for approximate dates.

x. Make added entries, called ANALYTICALS, for distinct parts of books; enter under author of part analyzed, and give brief title and date of main work. See 4r. S. C. 24 and 25.

y. Analyze a LIFE INCLUDED in another work by an author card for the author of the life and a subject card for its subject. S. C. 27. The writer of an "included," who also edits the whole work, has no author analytical, as the editor card shows all his work.

z. Make ADDED ENTRIES under titles of all novels and plays, and all other striking titles, S. C. 10 and 11; specially noticeable words in titles, S. C. 12; translators, commentators, noted illustrators, editors of books and periodicals, S. C. 6, 7 and 8; and make REFERENCES from pseudonyms, initials, and from an ecclesiastical title when that and not the family name appears on the title-page. (e. g. [Andrews,] Lancelot, bp. of Winchester. Since Andrews does not appear on the title-page, make reference from Winchester.) If a book is well known by any title (e. g. running, half, or binder's title) differing from the title-page, make added entry under this other title. S. C. 12. If an author is commonly known by a name less full than that used for the main entry, refer from the shorter to the full entry, e. g. make Müller, F; Max, the main entry, and write a reference card thus: — Müller, Max, see Müller, F; Max. Make added entry or reference in every other case when needed for the ready finding of the book.

2. — HEADING.

a. Give author's NAME IN FULL, and in the VERNACULAR, with reference from any other form by which it is commonly known; but give the *Latin form* when better known, with reference from the vernacular; e. g. Estienne, H:, with reference from Stephanus, but Grotius, Hugo, with reference from Groot, Hugo van. S. C. 35.

Enter sovereigns under the English form; e. g. William (not Wilhelm) I., king of Prussia.

In heading and notes if there is equal authority for more than one SPELLING, prefer the shorter; e. g. abate, not abbate, Shakspere, not Shakespeare.

For full names and dates of Greek and Latin authors follow Smith's Dictionary of Greek and Roman biography.

b. On subject cards write out author's FORE-NAME if only one, e. g. Phillips, Wendell; if more than one give simply initials, e. g. Beecher, H: W., except in case of autobiography. See 1 w. The colon abbreviations are used for both full name and initial, H: meaning Henry and being just as brief as H. in giving initials. On author cards give author's full name either written out or in the "Library abbreviations," e. g. Emerson, Ralph Waldo, Beecher, H: Ward, Allen, Jos. H:

c. Enter English and French surnames beginning with PREFIX (except the French de and d') under the prefix; in other languages under the word following, e. g. La Fontaine, Voltaire, F. M. A. de, Göthe, J; W. von, Lennep, Jacob van, but enter foreign names anglicized under prefix, e. g. De Peyster, Da Ponte, Van Nostrand.

d. Enter English COMPOUND NAMES under the last part, foreign under the first, with reference from form not chosen, e. g. enter S. Baring-Gould, under Gould, with reference from Baring-Gould, but E. P. Dubois-Guchan under Dubois-Guchan, with reference from Guchan.

e. Add designations (such as TITLES OF HONOR, DATES OF BIRTH AND DEATH, RESIDENCE, etc.) to *distinguish* writers of the same name. Omit the article with such added titles, e. g. abate not il abate, abbé not l'abbé. Always add titles that are part of the person's usual designation, as Rev., Gen., etc.; or a sobriquet, e. g. Jackson, T: Jonathan, called Stonewall, Stewart, J: called Walking. Do not bracket such added titles. Distinguishing dates follow title affixes, and precede the affixes, ed., tr., etc., e. g, Smith, W: LL.D. 1814– tr. Anon. follows distinguishing dates and the words ed., tr., etc.

Dates of birth and death are so compact and useful a distinction that they should be put on the cards *in all cases* if the cataloger has them before him, and should be *looked up* whenever there is question of identity between similar names.

f. Give names of CITIES AND TOWNS in the vernacular, but larger political divisions in English, e. g. Wien, not Vienna, (with reference from English form), but Austria, not Österreich.

g. When author's name is not in title of first volume, but is in that of any other, make both author and title entries, S. C. 10 and 11, but do not enclose author's name in [ ] nor add *anon.*

h. To avoid confusion with author's initials, etc., letter to resemble *print* (2-3 size) titles of honor and similar distinguishing words when they precede the fore-name, also letter-titles affixed, as D. D S. C. 23.

i. On ADDED ENTRY cards, write author's name on the second line, with full FORE-NAME if only one, with initials if more than one, like the form for heading on subject cards. Rule 2b. S. C. 8, 9, 11, 12, 22, 33. On REFERENCE CARDS, write author's name on the second line, in full. S. C. 19, 23, 35, 36.

j. For GOVERNMENT DEPARTMENTS &c. use the official name, inverting, if necessary to alphabetize by the distinctive word; e. g. France — Travaux publics, Ministère des. S. C. 5.

k. In the often ABBREVIATED ITALIAN NAMES use the full form; e. g. Giovanni Battista, not Giovambattista, or Giambattista; Giovanni Giorgio, not Gian Giorgio; Antonio Francesco, not Antonfrancesco; Pietro Francesco, not Pier Francesco.

3. — TITLE.

a. Make title an EXACT COPY of title-page, neither corrected, translated, nor in any way altered; but *omit* mottos, honorary titles, repetitions, and fore-names except initials of editors, translators, etc, and any other matter not essential. Indicate all omissions on main cards (except initial article in English, and author's name and titles in usual position), by *three dots* ... which take the place of all punctuation. S. C. 5, 6, 13, etc. Titles of books specially valuable for antiquity or rarity give in full, with all practicable precision. Copy exactly the phraseology and spelling of the title. For spelling of heading see 2 a. Punctuation must be supplied if omitted on the title-page and must sometimes be changed on account of omissions or to reduce the title to a single sentence.

b. Indicate MISPRINTS, or odd spellings, by three dots underneath, rather than by the common [*sic*], e. g. Kanzas not Kanzas [*sic*].

c. Follow old interchange of U AND V, I AND J, only in books before 1600 A. D. S. C. 6 and 7.

d. PUNCTUATE by Cutter's Rules, No. 163, and Bigelow's Punctuation.

e. Supply in [ ] in Eng. any ADDITIONS needed to make the title clear, e. g. Examination of the president's [T: Jefferson] message.

f. Do not translate into the vernacular proper names occurring in FOREIGN FORMS in the title, e. g. "ed. a J. G. Amesio," not "ed. a J: W: Ames," but give the vernacular form as the heading of the reference card. S. C. 8.

g. TRANSLITERATE by A. L. A. rules, titles in foreign characters, except Greek. If the title does not show it, state language of the book in [ ]. S. C. 32.

h. In case of two title-pages in different languages, use the language in which the book is written, if that has the Roman alphabet; otherwise use the title-page having the Roman alphabet, e. g. when a book has both GREEK AND LATIN TITLES, give the Latin. If the book itself is in two languages and has two titles in the Roman alphabet, use the first. ACCENT words in Greek, French, etc., regularly, though the title-page be all in capitals without accents. S. C. 10 and 11.

i. After title specify APPENDIX of single volumes, e. g. [apx. p. 320–346], but only in exact work.

j. Mention frequency of publication of PERIODICALS, e. g., Contemporary review. [Monthly.] Do not repeat if mentioned in the title. S. C. 28 and 29.

k. Begin PERIODICALS on author cards at left-hand red line for first two lines, using full lines for the rest; on subject cards, begin at

right-hand red line for first line and left-hand red line for the rest. In both cases begin at top line. S. C. 28 and 29. Anonymous books are to be entered on second line, filling in author's name when found, on first line. S. C. 15 and 16.

l. Omit INITIAL ARTICLE in English except in a few cases where its omission would destroy the sense; e. g. The judgment, a vision. In other languages express the article, but alphabetize by following word.

m. REPEAT the AUTHOR'S NAME in the title in those few cases where it is an integral part of the title; e. g. Monteith's geography.

4. — IMPRINT.

a. Order. edition (in English).
series of periodicals, etc. (in English). For other "series" see 4s.
pages (or volumes if more than one).
illustrations.
group of portraits.
portrait of a group.
portraits.
plates.
photographs.
maps.
fac-similes.
tables.
size (by letter; maps, broadsides, etc., hight x width, in centimeters, e. g., 91 x 71 cm).
no title-page (if there never was any).
place.
publisher's last name, in books before 1600 A. D. S. C. 6 and 7.
date.
copyright date, if differing more than a year from date of publication. S. C. 3.
For full illustration of imprint see S. C. 3.

b. Give *initial capital* to first word of imprint unless the imprint begins with a number. S. C. 26 and 34.

c. Give EDITION in English in all cases, and omit all adjectives except new, the number of the edition, and enlarged; e. g. not 2te durchgesehene, vermehrte und verbesserte auflage but ed. 2 enl. Give extremes of *various editions;* e. g. ed. 1—4.

Give numbers of PAGES, connecting the last number of each paging with the sign + and adding unpaged matter in [ ]; but where

there are four or five pagings, add the shorter so as not to have more than three groups of figures, usually the main paging preceded and followed by the totals of the shorter pagings. If there are more than five pagings do not count, but write v. p. [various paging], except in exact work. If the book is *unpaged*, write unp. and for valuable or very thin books count and add pages in [ ]. Give paging of *last recto* when its verso is unpaged, but last recto unpaged, if printed is + [1]. S. C. 3.

Disregard ADVERTISING pages except when paged in consecutively. Do not specify folded leaves paged with the rest, except in exact work.

Accept the paging of the book unless there is an obvious misprint, e. g. the first page may be numbered 5, but do not deduct the four omitted pages. In books which are only portions of other books give inclusive pages; e. g. p. 633 — 742.

Write f. (or leaves) instead of p. where the book is *foliod*, i. e. numbered by leaves instead of pages; e. g. 75 + 260 f.

If columns not pages are numbered, give columns and in [ ] number of pages; e. g. 16 p. + 3202 col. [801 p.].

If two or more volumes are PAGED CONTINUOUSLY, give number of volumes and pages in imprint; e. g. 2 v. 21 + 360 p., and add in a note "Paged continuously."

e. When VOLUMES of a set are missing, give number of volumes in complete set; and specify missing volumes in pencil note, which can be erased as soon as they are secured. S. C. 28 and 29.

f. In CURRENT PERIODICALS and continuations, give exact statement of volumes in library if the library contains less than half what has been published; e. g. Atlantic monthly, 1858–75, 1880–81, 1884–date v. 21–36, v. 45–48, v. 53–date; if it contains more than half, give in imprint statement of entire work, and missing volumes in note. S. C. 28 and 29. Of a set published at intervals, like Stephen's "Dictionary of national biography," give in imprint in pencil exact statement of what is in the library, correcting pencil entry on receipt of each new volume, and entering in ink when complete.

g. If a book is INCOMPLETE and no more will be published, give in the imprint what has appeared, adding in a note "no more published." e. g. American archives.

h. Disregard ENGRAVED AND ILLUSTRATED TITLE–PAGES except in exact work. If no title-page was published, write in imprint n. t-p. [no title-page]. S. C. 3. If the title-page is otherwise missing, add in note t-p. w. [title-page wanting]. S. C. 13.

i. Except in exact work, give number of PLATES, PORTRAITS, ILLUS-

TRATIONS, etc., only when on the title-page or quickly ascertainable.

Portraits, plates, maps, etc., included in the regular paging are simply illustrations.

j. If there is an ATLAS or volumes of PLATES, write, e. g. v. 1 — 12 O. and Atlas F, or if they are of the same size, v. 1 — 12 and Atlas O.

k. If volumes of a set have DIFFERENT SIZES specify volumes of each size; e. g. 12 v. (v. 1 — 4 O, v. 5 — 12 Q).

If a bound volume of pamphlets has parts of different sizes, give actual size of each part on its own cards; in accession book give size of outside of bound book.

l. Give first PLACE OF PUBLICATION, unless another is *known* to be the true place, or the book actually was printed in more than one place, when both are to be given.

m. Give EXTREME DATES where the volumes of a set differ, and also date of v. 1. if later than first date; e. g. 1834 — 49 [v. 1, '38]

If the copyright dates also differ, write, e. g. 1834 — 49, [v. 1 '38] [©1824 — 31]. Give all these peculiarities of date only on the main author and subject cards.

n. Give PLACE AND PUBLISHER'S NAME in language of title. S. C. 6 and others; corrections and additions in English, enclosed in [ ]; e. g. Camb., [Eng.], or Camb., [Mass]. Give publisher's name for Bibles.

o. Use *only* the ABBREVIATIONS in the printed "Library abbreviations compiled by Melvil Dewey."

p. Write FULL IMPRINT only on the main subject and main author card. For joint authors, and other added entries, the date is sufficient. S. C. 13 and 14.

CONTENTS AND NOTES.

q. Give NOTES (in English) and CONTENTS of volumes in smaller letters (generally only on subject card), when necessary properly to describe the work. Notes about the author and on imperfections in the copy go on both cards, other notes only on subject card. Begin notes, except note abbreviations, with capitals, starting on second line after imprint and indenting like title.

r. In ANALYTICAL REFERENCES when the article is independently paged, give full imprint of the analyzed part, and in ( ) write "in" and title of main work. S. C. 24. If paging is not distinct, write in ( ) "see," and title, and date of main work, with pages where analyzed matter is found. S. C. 25.

s. SERIES NOTE follows date on main cards in ( ). Always specify

volume of series if known. S. C. 31. For "series" of periodicals, etc., see imprint (4a).

t. In contents and series begin each separate entry on a new line and keep all entries to the right of the right hand red line, putting volume numbers, if they occur, between the red lines.

u. Note MS ANNOTATIONS if they seem to add to the value of the book.

5. — CAPITALS.

These are substantially the rules adopted by the Harvard college library:

In titles, notes, and whatever goes on the body of a card, capitalize as follows:

a. The FIRST WORD of every sentence, of every title quoted, S. C. 15 and of every alternative title introduced by *or*. S. C. 10. In quoting titles like the Nation, the Times, etc., capitalize the word following the article and not the article, and do this even in defiance of quotation marks; e. g. extracted from the Times, extracted from "the Nation." This rule allows capitals to the Bible, the Scriptures, the Book of Mormon, etc.

b. Names of PERSONS.

c. EPITHETS standing as substitutes for PERSONAL names: e. g. the Pretender. The epithets, His Majesty, Sa Majesté, His Excellency, etc., when not followed by the personal name or by the titles king, president, etc., are substitutes for a personal name, and should be capitalized. But when followed by the personal name, or by the title, such epithets should usually be omitted; e. g. "the presence of His Majesty at that time," "the coronation of... George III.," "the favor of... the king." When these epithets occur with superfluous adjectives the latter should be omitted; e. g. not "His Most Glorious Majesty," but "His... Majesty." The rule allows capitals to Trinity, the Deity, the Creator, etc., but do not capitalize holy, sacred, divine, etc., except in Holy Ghost, Holy Spirit.

d. Mr, Mrs, Miss, Dr, Sir, Lord, Lady, Monsieur, Madame, Mademoiselle, Signor, Don, Herr, Frau, used as PREFIXES to names of persons.

e. The Great, the Lion-Hearted, le Grand, der Grosse, etc., used as AFFIXES to names of persons.

f. Names of PLACES. These often consist of an individual name joined to a generic name. In such cases capitalize only the former; e. g. state of Connecticut, Berkshire county, city of Boston, Susquehanna river, Catskill mountains, Arctic ocean, south Pacific, east Tennessee, tropic of Cancer, Arctic regions, equator. But there are some cases in which the generic name has come to be

so closely united with the individual name that both should be capitalized; e. g. Niagara Falls, White Mountains, Mont Blanc, Lake Erie, Zuyder Zee, North Carolina, Lundy's Lane, Van Diemen's Land, North Pole, Bull Run, Fall River, Mound City, the steamer "City of Boston," etc. It is not generally difficult to distinguish between these two cases. Ability to use the individual name by itself will usually afford a safe criterion; e. g. we can say "the Catskills," but not "the Whites."

g. EPITHETS standing as substitutes for names of PLACES; e. g. the South, the Orient, United Kingdom, etc.

h. Arbitrary, undescriptive, fanciful, outlandish, or otherwise purely INDIVIDUAL EPITHETS occurring in the name of a society, corporation, or building; e. g. Vulture insurance company, Pi Eta society, Globe bank, Star and Garter inn, Adelphi, Star chamber, Excelsior mine, Court of Oyer and Terminer, Chrestomathic day-school, Old Bailey. Capitalize names of societies or collective bodies, and write Royal society, Board of trade, House of representatives, First congregational church, Harvard college, American academy of arts and sciences, State department, Oxford university, Parliament, College of physicians and surgeons, etc.

i. The pronoun I; the interjection O; A. D., B. C., in dates; D. D., M. D., etc.; but not ms., mss.

j. In English and Latin, but not in other languages, capitalize also ADJECTIVES derived from names of PERSONS and PLACES; e. g. English, Platonic, etc. This rule allows the capitalization of many names of parties and sects which may be regarded as adjectival nouns derived from proper names, as Lutheran, Arminian, Jesuit, Christian, Buddhist, etc. Otherwise do not capitalize such words; e. g. catholic, episcopal, puritan, whig, democrat, quaker, unitarian, etc.

k. Names of the MONTHS, DAYS of the week, and HOLIDAYS, but only the individual part of the name; e. g. Shrove Tuesday, Candlemas, 4th of July, Fast day. Capitalize also Advent, Lent, Lord's Supper.

l. Pope, Saint, Bp., King, Earl, Capt., Rev., Hon., Prof., Judge, Gov., etc., used as PREFIXES to names of persons; e. g. King George III., Earl Russell, Bp. Colenso, Secretary Fish. Otherwise do not capitalize such words; e. g. the king of England, the earl of Derby, the bishop of Lincoln, the secretary of war.

m. Except in the cases specified above, use SMALL LETTERS exclusively, tho local usage require capitals, e. g. nouns in German. But do not use capitals if local usage is small letters, e. g. names of months in French.

5. SPACING AND UNDERSCORING.

n. Leave SPACE [illegible] one centimeter in *heading*, between author's name and words [illegible]tes affixed, but write dates on biographical cards at the end [illegible]ıe line. S. C. *26* and *27*. The first line (or more if needed, [illegible] 13 and 14) is reserved for the author's name, and is left [illegible] if the author is not known. S. C. 15.

The title [illegible]ins on the next blank line tho there be vacant space on the [illegible]hor line.

But period [illegible] are entered on the author line. S. C. 28 and 29.

o. Leave also one cer[illegible]imeter between *title* and *edition*, between edition and the rest of [illegible]he *imprint*, between *size* and *place*, and between date and series note, or other matter following date on the same line.

p. On main cards s[illegible]Y UNDERSCORE secondary entries and references; on seco[illegible]y cards DOUBLY UNDERSCORE main entry, but do not undersc[illegible] secondary entries or references. S. C. 13 and 14. For *joi*[illegible] *authors* of series singly underscore the first in series note o[illegible]ain cards, and the others on series card.

6. — ARRANGEMENT.

a. SURNAMES when used alone precede the same names with fore-names; initials of fore-names precede fully written fore-names beginning with [illegible] same initials, (e. g. Brown; Brown, J. L.; Brown, Ja.).

b. PREFIXES M' and Mc, S., St., Ste., Messrs., Mr and Mrs, arrange as if written in full, Mac, Sanctus, Saint, Sainte, Messieurs Mister, and Mistres[illegible]

c. WORKS of an author [illegible]ange thus: —

1. Collected works
2. Partial collections.
3. Single works, alphabetically by first word of title.

d. Alphabet in order of English alphabet.

e. German ae, oe, ue *always* write ä, ö, ü, and arrange as a, o, u; e. g. Göthe, not Gœthe. But in case of several surnames which are alike except the umlaut, arrange the umlauted after the plain letter; e. g. all the Müllers after all the Mullers, W. Muller coming before A. Müller.

f. Names of PERSONS precede similar names of PLACES, and places precede TITLES, e. g.

Washington, G:
Washington, (D. c.).
Washington Adams in England. (Title of book.)

See also Cutter's Rules, No. 169–196.

7.—Subject Cards.

a. In general write subject cards like main author cards with author's name on upper line, followed by title and imprint. Name of subject entry is not written (except where divisions more minute than in the printed classification are introduced alphabetically under final class no. see 7 m), but subject is shown by class number in upper left corner of card. Note the following points of difference: —

b. Size. Use P size [7.5 x 12.5 cm] for subject cards, I size [5 x 12.5 cm] for author and title cards. [This distinction in size is made at Columbia, but is not essential. Many prefer to use P size for all cards. See Library notes 1: 34[6].]

c. Fullness of entry. On subject cards abbreviate author's forename and give a fuller title. Rule 2b. S. C. 1, 6, etc.

d. Margin. On subject cards leave all space at left of first vertical line free for stamping cross reference subject numbers.

e. Periodicals. Indent subject card of a periodical by Rule 3k. S. C. 28 and 29.

f. Biography. Add name of subject of life with date of birth and death on upper line. See Rules 1w, 1y, and S. C. 26, 27, and 38.

g. Stamp call number of every book (thus indicating both its subject and location on shelves) on *all* its cards; class number first, and directly under this its book number, in blue ink in upper left corner of card, on first and second lines of main cards, and on second and third of cross reference subject cards. Stamp cross reference number in red ink on upper line of reference card, and on fourth, and (if more than one reference) on succeeding lines of main subject card. S. C. 27, 42, 43, 45, 47, 48, 49, 50, and 51. Put no cross reference numbers on small cards. Add vol. number in blue ink to all cards referring to only part of a set. S. C. 24, 25, and 27.

h. There are three forms of cross reference subject cards, each stamped according to Rule 7g.

1. General; where the book as a whole treats of more than one subject. Make reference card for the less important subject, giving simply author, brief title, and date. S. C. 48 and 49.

i. 2. Analytical. This may be biographical, like S. C. 27, or analysis of any other subject of importance. S. C. 50 and 51.

j. 3. Independent; pamphlets or books on different subjects bound in one volume. Card each independently, i. e. subject and

author cards, with full imprint for each part. Locate book by most important subject, and treat cards of this part as main cards, stamping subject cards for other parts as cross reference cards. Do not stamp these cross reference numbers on main card.

k. ARRANGE subject cards numerically by class numbers, and under each number by authors, disregarding book numbers; except for colleges [378.4–9] and authors to whom a special class number is assigned in literature and philosophy, which arrange under each class number, by book numbers instead of by authors.

l. GENEALOGY. In 929.2 alphabet by subject instead of author, writing subject name, e. g. Grant family, on the top line, as in S. C. 26.

m. USE "SPECIAL TOPIC card," where an alphabetical arrangement of minute subjects is desirable under the class number; e. g. 974.41 means history of Berkshire county, Mass.; for history of several towns in that county, write name of each town in red ink above author's name on its subject card, thus making it a "special topic card;" arrange these alphabetically by red ink — special topics at end of author arrangement under class number, and put a "special topic guide," S. C. 47, containing a list of these towns, at beginning of 974.41.

8. — COLORED CARDS.

To make certain classes of entries more prominent, use cards of distinctive colors for both main and analytical cards.

COLORED CARDS IN AUTHOR CATALOG.

This makes a *name* catalog in place of a strict *author* catalog.

a. BLUE cards for author BIBLIOGRAPHY. S. C. 46. Use these in name catalog instead of subject cards under 012 in subject catalog. Put in 012 a card with this note: — "*For bibliography of any special author see blue cards standing first under his name in author catalog.*"

b. GREEN cards for BIOGRAPHY. S. C. 40 and 41. These duplicate subject biographical cards (S. C. 26, 27, 38), but are arranged in the single alphabet of the name catalog, where they may be found without knowing anything but name. The subject cards show biography of any class, though readers know no names.

c. YELLOW cards for CRITICISM. 1. General criticism of an author. S. C. 44. 2. Criticism of an individual work. Make author card similar to S. C. 43.

d. ARRANGE colored and white cards in name catalog:—

1. Bibliography (blue).
2. Biography (green).
3. Complete works (white).
4. General criticism (yellow).
5. Partial collections (white).
6. Individual works (white) alphabeted by titles and each followed by:—7. Criticism of that work (yellow).
8. Joint author (white).
9. Added entry cards, ed. tr. etc. (white).

COLORED CARDS IN SUBJECT CATALOG.

e. BLUE cards for BIBLIOGRAPHY.

1. "BEST BOOK" cards to show most desirable treatises or articles, both popular and exhaustive. S. C. 45. Arrange at beginning of subject, preceded only by special topic guide, if any.
2. "SUBJECT BIBLIOGRAPHY" cards. These take the place of white subject cards in 016 and its subdivisions. Enter e. g. a bibliography of mathematics on a blue card in black ink, in form of an ordinary subject card and arrange after "best book" card, if any, in 510.

f. GREEN cards for BIOGRAPHY. S. C. 42. These are practically "best book" cards on biography illustrative of the subject. Enter on green cards *only the best* lives, as full lists can be found under 920. Arrange after blue bibliographical cards and before white cards.

g. YELLOW cards for CRITICISM. 1. General criticism of an author, mainly confined to literature. Make subject card similar to S. C. 44.

2. Criticism of an individual work. S. C. 43. Arrange next after works criticised.

h. ARRANGE cards in subject catalog:—

1. Special topic guide (white).
2. Best book card (blue).
3. Subject bibliography cards (blue).
4. Best lives card (green).
5. General works (white).
6. Special topics (white), alphabeted by words on top line.

Criticism cards (yellow) are arranged next after works criticised.

9. — MISCELLANEOUS.

a. In *adding* another entry to a card, — indicates omission of heading — — of heading and title. Add later to earlier EDITIONS in this way, giving full imprint of second and part of title if it differs from the earlier edition. S. C. 32 and 33.

b. Use ARABIC FIGURES for all numbers, but in the title follow the form given after names of rulers and popes. S. C. 26. Thus, use figures for numeral adjectives and nouns in any language; but not for numeral *adverbs* e. g. "printed for the 1st time," but "now first printed."

c. Confine author, and subject entry if possible, without omitting important information, to ONE CARD each.

d. When more space is needed, number and tie on "EXTENSION CARDS" and indent them as if all on one deep card, leaving space for call number in the upper left corner of author cards. On series cards only, give an abbreviated heading on the back to identify if misplaced.

Book numbers. The letters (or letters and figures) on the second line of the left upper corner of the sample cards are the book numbers as used at Columbia. This determines order on the shelves, but does not affect the card catalog rules. For explanation see shelf list rules.

If preferred titles (of periodicals, anonymous and other books widely known by their title) may be scattered through the name catalog instead of being kept in a separate alphabet. No change whatever is required in the cards. Cards can be found quicker if names and titles are kept separate, as on an average only half as many cards occur under any word, but careless readers may look in the wrong alphabet or forget that there are two. We prefer them separate, and guard against mistakes by very plain labels on each catalog.

The subject catalog is to be used with the printed index. Readers need not know anything of its arrangement. This Relativ Index has some 20,000 topics plainly printed for the easiest possible reference. Each is followed by a simple Arabic number. Reference to the subject catalog, arranged in simple numerical order, shows the library's resources in that topic. This reference is found by long trial to be much quicker than to the common catalog arranged alphabetically by topics. This enables us to combine the great advantages of classed and dictionary catalogs.

For full explanations see preface to "Decimal Classification and Relativ Index by Melvil Dewey," publisht by Library Bureau, 146 Franklin St., Boston.

SAMPLE CARDS ILLUSTRATING THE CATALOG RULES.

The italics in S. C. 4, 5, 28, 29, 30 and 32 indicate that the matter thus printed is to be written in pencil on the cards.

Numbers in hair line type above and below the regular call number are reference numbers, and should be stamped or written in red ink. S. C. 27, 42, 43, 45, 47–51.

Names and titles in hair-line type at the top of colored cards are written in red ink. S. C. 40, 41, 43, 44 and 46.

1. Simple subject card. Rules 1a, 2—6,9.

330.4
M59

Mill, J: S.

Essays on some unsettled questions of political economy. Ed.3. 6+[1]+164p.O. L. 1877.

2. Simple author card. Rules 1a, 2—6.9.

330.4
M59

Mill, J: Stuart.

Essays on some unsettled questions of political economy. Ed.3. 6+[1]+164p. O. L. 1877.

3. Order of imprint. Imaginary book. Rule 4a.

Smith, J:

Works. Ed.2 enl. 340+[1]p. il. gr. of por. por. of gr. 1 por. pl. phot. 7maps, fac-sim. tab. O. n. t.-p. N. Y. 1879, c'75.

4. Main entry under editor. Rules 1b,1h.

973
W73

Winsor, Justin, ed.
Narrative & critical history of America. *v.2-4*, il. pl. maps, Q. B.[*1886*].

5. Official body made author. Rules 1c,1f,1m,1n,2f.

027.073
U

U. S.—Interior, Dept. of—Education, Bureau of.
Public libraries in the U. S... their history, condition & management. Special report. *pt.1*,O. W.1876.

6. Subject card with editor. Rules 1g,1k,1m,1t,1y,1z,4m,4q.

875.1
J2

Cicero, M. T.
Opera omnia qvae exstant; a D. Lambino ... emendata & avcta ... eiusdem D. Lambini annotationes. 2v. in 1, F. P. in aedibus Rouillij, 1565–66,[v.1,'66].
v.2 apud Bernardum Turrisanum.

7. Author card with editor. Rules 1g,1k,1m,1t,1y,1z,4m,4q.

875.1
J2

Cicero, M[arcus] Tullius.
Opera omnia qvae exstant; a D. Lambino ... emendata & avcta ... eiusdem D. Lambini annotationes. 2v. in 1, F. P. in aedibus Rouillij, 1565–66,[v.1,'66].
v. 2 apud Bernardum Turrisanum.

8. Editor card. Rules 1g.1k,1m,1t,1y,1z,4m,9a.

875.1
J2

Lambin, Denis, ed. & comnt.
Cicero, M. T.
Opera omnia. 1565–66.

9. Partial translator card. Rule 1k.

872.3
K

Warner, R: tr.
Plautus, T. M.
Comedies. 1769–74. v. 3–5.

10. Author card with title entry. Rules 1u,1v,1z,2g.

370.1
R76

Rousseau, J[ean] J[acques].
Émile; ou, De l'éducation. 2v.sq.Q. Genève
1780.

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11. Title card. Rules 1u,1v,1z,2g.4m,9a.

370.1
R76

Émile; ou, De l'éducation. 1780.
Rousseau, J[ean] J.

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12. Partial title card. Rules 1z,4m.

P817.39
B

Biglow papers.
Lowell, J. R.
Melibœus-Hipponax; the Biglow papers. 1848–67.

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13. Joint author card. Rules 1k,1l,4p,5p,4q.

832.62
U

Schiller, [J; Christoph F; von] & Göthe, [J; W. von].
Briefwechsel in...1794–1805. 6v. in 3, S.
Stut. 1828–29.
v.4 has t.-p.w.

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14. Joint author card. Rules 1k,1l,4p,5p.

832.62
U

Göthe, [J; Wolfgang von] & Schiller, [J; C. F; von].
Briefwechsel. 1828–29.

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15. Anonymous title card. Author not found. Rules 1f,3k.

823.89
W58

Whitecross & the bench; a reminiscence of the past, by the author of Five years penal servitude... 10+282p.D.
L. 1879.

16. Anonymous author card. Author found. Rules 1f,2g,3k,4q.

P560
A

[Chambers, Rob.] anon.
Vestiges of the natural history of creation. Ed. 10.
enl. 12+325+67p.il.O. L. 1853.
See Athenæum 1884, 83:535.

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17. Anonymous title card. Author found. Rules 1f,2g,3k.

P560
A

Vestiges of the natural history of creation. 1853.
[Chambers, Rob.]

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18. Author's initials card. Author not found. Rule 1d.

811.49
Ot4

O, G. E.
Thurid & other poems. 123p.O. B. 1874.

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19. Author's initials. Reference card. Rule 1d.

O, G. E. see
Otis, G: Edmund.

---

20. Pseudonym author card. Real name unknown. Rule 1e.

320.1
C83

Coverdale, Sir H: Standish, pseud.
Fall of the great republic, 1886–88. 226p. S.
N.Y.1895, [p. B.1885].

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21. Pseudonym author card. Real name found. Rule 1e.

P823.82
Z2

[Thackeray, W: Makepeace.]
Mrs Perkins's ball, by M. A. Titmarsh. 46p.il.pl.
sq.O. [L.,] n.d.

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22. Pseudonymous book. Real name found. Added entry card. Rule 1e.

P823.82
Z2

Titmarsh, Michael Angelo, pseud. of
[Thackeray, W: M.]
Mrs Perkins's ball. n.d.

23. Several books under same pseudonym. Reference card. Rule 1e.

Eliot, G: pseud. of
Cross, Mrs M.. Ann (Evans) Lewes.

24. Author analytical "in" card. Rules 1x,4r.

330.8
Sch5
v.5

Hasbach, W;
Das englische arbeiterversicherungswesen; geschichte seiner entwickelung & gesetzgebung. 16+447p.O. Lpz. 1883. (in Schmoller, Gustav. Staats & socialwissenschaftliche forschungen. 1883. v.5, pt.1.)

25. Author analytical "see" card. Rules 1x,4r.

827.7
D49
v.6

Milton, J:
Mask of Comus ... (see Deverell, Rob. Discoveries in hieroglyphics. 1813. v.6, p.81–230.)

26. Biographical subject card. Rules 1w,5n,7f.

P923.144
A

Louis 14, king of France. 1638–1715.
James, G: P. R.
Life & times of Louis the fourteenth. New ed. 2v. 2por. D. L. 1851.

27. Biographical analytical subject card. Rules 1y,5n,7f,i.

928.33
833.62
O
v.I

Richter, Jean Paul F; 1763–1825.
Carlyle, T:
Biographical sketch of ... Richter. (see Richter, J. P. F; Flower, fruit & thorn pieces. 1863. v.1, p.1–67.)

28. Periodical subject card. Rules 1f,1t,1u,1z,3j,3k,4f,4q,7e.

051
N

Nation; a weekly journal devoted to politics, literature, science & art, 1865–*date.* *v.1–date.* sq.F. N.Y. 1865–*date.*

v.34–37, 1882–83 wanting.

29. Periodical author card. Rules 1f,1t,1u,1z,3j,3k,4f,4q.7e.

051
N

Nation; a weekly journal devoted to politics, literature, science & art, 1865–*date*. *v.1–date*. sq.F. N.Y. 1865–*date*.

v.34–37, 1882–83 wanting.

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30. Series card. Rules 1f,1v,2k,4s,4t,5p.

1st of 2 cards.

Van Nostrand, D: ed.
Science ser

628.8
N3 v.5 Butler, W. F. Ventilation of buildings. 1873.

622.41
N5 v.14 Atkinson, J. J. Friction of air in mines. 1875.

See next card.

2

621.5
N8 v.40 Zahner, R. Transmission of power by compressed air. 1878.

621.5
N9 v.46 Ledoux, C[s] Ice-making machines. 1879.

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31. Author card with series note. Rules 1f,4s,5p.

621.5
N9

Ledoux, [C.]
Ice-making machines, theory of [their] action ... tr. fr. the French... 150p. il.S. N.Y. 1879. (Van Nostrand, D: ed. Science ser. v.46.)

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32. Author card showing added edition. Rule 4q,9a.

888.5
Q6

Aristoteles.
Ethics; [Greek] il. with essays & notes by Sir A. Grant, bart. Ed.2. 2v. O. L. 1866.

Q7 —— —— Ed.3. 2v.O. L. 1874.

v.2 of ed. 3 wanting.

33. Editor card showing added edition. Rule 9a.

888.5
Q6 Grant, Sir Alex. bart. ed.
Aristoteles.
Ethics. 1866.
Q7 —— ——1874.

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34. Author card for sacred books. Rule 11.

P297
B Koran.
Koran ... tr. into English ... by G: Sale. New ed. with a memoir of the translator. 16+516p. pl. maps, O. L. 1850.

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35. Reference card. Rule 2a.

Groot, Hugo van, see
Grotius, Hugo.

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36. Reference card. Rule 10.

Sidney, H: see
Romney, H: Sidney, 1st earl of.

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37. Title analytical card. Rule 12.

822
In2
v.6 Julius Cæsar; a tragedy. 1824.
theatre. Shakspere, W: (in Inchbald, Mrs E.. (S.) British 1824. v. 6.)

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38. Biographical subject card. Rules 1w,5n,7f.

923.144
N1614 Napoleon 1, emperor of France. 1769–1821.
Jomini, A. H: baron de.
Life of Napoleon... tr. fr. the French with notes by H: W. Halleck. 4 v. O & Atlas obl. O. N. Y. 1864.

39. Author card for biography. Rule 1w.

923.144
N1614 Jomini, Ant. H: baron de.

Life of Napoleon... tr. fr. the French with notes by H: W. Halleck. 4 v. O & Atlas obl. O. N.Y. 1864.

40. Green card for biography in author catalog. Rule 8b.

For biography of

Napoleon I, emperor of France. 1769–1821. see

923.144
N1614 Jomini, A. H: baron de.

Life of Napoleon... tr. fr. the French with notes by H: W. Halleck. 4 v. O & Atlas obl. O. N.Y. 1864.

41. Green card for autobiography in author catalog. Rule 8b.

For biography of

Carlyle, T: *1795–1881.* see

928.24
C191 Carlyle, T:

Reminiscences; ed. by J. A. Froude. 10+[2]+536p. O. N. Y. 1881.

42. Green card for biography in subject catalog.

370.9 For valuable matter bearing on this subject see

Biography of education.

Among other lives note specially:—

Call number.	Life of	By
923.74Ar62	Arnold, T:	Stanley.
923.743P43	Pestalozzi.	Biber.
923.77 M31	Mann, Horace.	Mann, Mrs.
923.77L992	Lyon, Mary.	Fiske.

43. Yellow card for criticism in subject catalog. Rule 8g.

For criticism of

215 *Seeley, J: R:*

Natural religion. see

824.89
M99 Myers, F: W. H.

New Eirenicon. (see Myers, F: W. H. Essays, modern. 1883. p. 289–311.)

44. Yellow card for criticism in author catalog. Rule 8c.

For criticism of

Browning, Rob.

see

821.83 D

Nettleship, J: T.

Essays on Robert Browning's poetry.

6 + [1] + 305p. D. L. 1868.

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45. Best book card in subject catalog. Rule 8e.

335

For popular treatises see :—

335 E19	Ely, R:	Fr. & Ger. socialism.
335 L381	Laveleye, E.	Socialism of to-day.
335 R12	Rae, J:	Contemporary socialism.
335 W88	Woolsey, T. D.	Communism & socialism.

For scholarly or exhaustive treatises see :—

335 M57	Meyer, R.	Emancipations-kampf.
335 M73	Molinari, G.	Mouvement socialiste.
335 R33	Reybaud, L.	Socialistes modernes.
335 Sch1	Schäffle, A. E.	Kapitalismus.

Revised

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46. Blue card for bibliography in author catalog. Rule 8a.

For bibliography of

Carlyle, T:

see

012 C

[Shepherd, R: H.] anon.

Bibliography of Carlyle; a ... list ... in chronological order of [his] published writings... 1820–81.

11+60p. D. L. [pref. 1881].

47. Special topic guide. Rule 7m.

974.41. Cards on this subject stand in this order :—
Bibliographical (blue cards); Biographical (green); General works (white);
Special topics (white); alphabeted by words on top line, in red ink, as follows :—

Great Barrington.
Lee.
Lenox.
Pittsfield.
Stockbridge.
Williamstown.

48. Main subject card showing general subject reference. Rule 7h.

813.49
W15

Wallace, Lew[is].

Fair god; or, Last of the 'Tzins, a tale of the con-

972.014 quest of Mexico... Ed.25. 14+586p. O. N.Y. 1886, c'73.

49. General reference subject card. Rule 7h.

972.014
813.49
W15

Wallace, Lew[is].

Fair god; or, Last of the 'Tzins, a tale of the conquest of Mexico. 1886.

50. Main subject card showing analytical subject references. Rule 7i.

917.8
L96

Ludlow, F. H.

Heart of the continent; a record of travel across

917.9 the plains & in Oregon, with an examination of the

298 Mormon principle. 6+568p. pl. O. N.Y. 1870.

51. Analytical reference subject card. Rule 7i.

298
917.8
L96

Ludlow, F. H.

Utah's life principle & destiny. ('see his Heart of the continent. 1870. p. 503–568.)

52. Cards showing contents.

1st of 4 cards.

813.33
I

Hawthorne, Nathaniel.

Complete works; with introd. notes by G: P. Lathrop, & il. with etchings. 12v. 1por. 11pl. O. B. 1886, c'50–83. (Riverside ed.)

Contents.

v.9 Amer. note-books.
5 Blithedale romance.

See next card.

2

813.33
I

v.11 Dolliver romance.
7–8 English note-books. 2v.
11 Fanshawe.
10 French & Italian note-books.
4 Grandfather's chair.
3 House of the 7 gables.
6 Marble faun.

See next card.

The words "Contents," "1st of . . cards," and "see next card," S. C. 30 and 49, are stamped on the cards in blue ink, to secure greater distinctness.

SAMPLE TITLE PAGES ILLUSTRATING CATALOG CHECK MARKS.

MRS. PERKIN'S BALL

BY M.ichael A.ngelo TITMARSH

W. Makepeace Thackeray

CHAPMAN & HALL, 186 STRAND.

L.

n. d.

NOTE ON FIRST TITLE. The cataloger supplies in hard pencil on the title page lines 3, 5 and 6. Also the "ichael" and "ngelo" written at an angle for lack of room between initials. Line 3 gives the author's real name. L is the regular sign for London, and n. d. for *no date* of publication.

FLOWER, FRUIT, AND THORN PIECES

FOR THE
MARRIED LIFE, DEATH, AND WEDDING
OF
THE ADVOCATE OF THE POOR,
Firmian Stanilaus Siebenkäs.
BY
JEAN PAUL FRIEDRICH RICHTER.
Translated from the German
BY EDWARD HENRY NOEL,
With a Memoir of the Author,
BY THOMAS CARLYLE.
IN TWO VOLUMES.
I.

BOSTON:
TICKNOR AND FIELDS.
1863.

Library Abbreviations.

Compiled by Melvil Dewey.

100 FORENAMES. CUTTER ABBREVIATIONS.

Ab.	Abraham
Alex.	Alexander, Alexandre
Alf.	Alfred
And.	Andrew, Andreas, André
A..	Anna
Ant.	Anthony, Anton, Antoine
Arch.	Archibald, Archambaud
Art.	Arthur
A:	Augustus, August, Auguste
A: a.	Augusta
A: in.	Augustin
A: inus.	Augustinus
Bart.	Bartholomew, Bartholomäus, Barthélemi
B..	Beatrice
B:	Benjamin
Bern.	Bernard, Bernhard
Cath.	Catherine, Catharine
C:	Charles, Carl
C..	Charlotte
Chris.	Christopher, Christoph (f), Christophe
Clar.	Clarence
Dan.	Daniel
D:	David
D..	Delia
Edg.	Edgar
Edm.	Edmund, Edmond
E:	Edward, Eduard, Edouard
E..	Elizabeth
Ern.	Ernest, Ernst
Eug.	Eugene, Eugen
F..	Fanny
Fer.	Ferdinand
Fitz W:	Fitz William
F..s.	Frances
F:	Frederick, Friedrich, Frédéric
G:	George, Georg, Georges
Gert.	Gertrude, Gertraud
Gilb.	Gilbert
Gi. Bat.	Giovanni (Giam) Battista
G..	Grace
Greg.	Gregory, Gregor, Gregoire
Gu.	Guillaume, Gulielmus
Gst.	Gustavus, Gustav, Gustave
H..	Helen
H:	Henry, Heinrich, Henri
Hrm.	Herman, Hermann
Hip.	Hippolyte, Hippolytus
Hu.	Hugh, Hugo, Hugues
Ign.	Ignatius, Ignaz, Ignace
I:	Isaac, Isaak
I..	Isabella
Jac.	Jacob, Jacques
Ja.	James
J..	Jane
J:	John, Johann, Jean
Jos.	Joseph
Jose.	Josephine, Joséphe
Jul.	Julius, Jules
K:	Karl
K..	Kate
Kath.	Katherine
Lr.	Lawrence, Laurence, Lorenz, Laurent
L:	Lewis, Ludwig, Louis
L..	Louisa
L: e.	Louise

Marg.	Margaret, Margarethe Marguerite	**Rob.**	Robert
M:	Mark, Marcus, Marc	**S:**	Samuel
M..	Mary	**S..**	Sarah
Mat.	Matthew, Mathäus, Mathieu	**Seb.**	Sebastian, Sébastien
N..	Nancy	**Ste.**	Stephen, Stephan
N:	Nicholas, Nikolaus, Nicolas	**Thdr.**	Theodore, Theodor
Ol.	Oliver, Olivier	**T..**	Theresa
O..	Olivia	T:	Thomas
O:	Otto	**Tim.**	Timothy, Timotheus, Timothée
Pat.	Patrick	**U:**	Ulrich
P.. a.	Paulina	**U..**	Ursula
P..	Pauline	**V:**	Victor, Viktor
P:	Peter, Pierre	**V..**	Victoria
Ph.	Philip, Philipp, Philippe	**Wa.**	Walter, Walther
R..	Rebecca	**Wash.**	Washington
R:	Richard	**W..**	Wilhelmina
		W:	William, Wilhelm
		Zach.	Zachary
		Z..	Zenobia

Where : and .. is used in English names, use ; and ., for the German form, and ⁝ and ,. for the French. e.g., J: John, J; Johann, J⁝ Jean.

FOR HEADINGS.

Besides the preceding 100 Forenames.

abr.	abridger	**Gt. Br.**	Great Britain
aftw.	afterwards	**pseud.**	pseudonym
annot.	annotator	**pub.**	publisher
anon.	anonymous	**supt.**	superintendent
b.	born	**tr.**	translator
col.	collector	**U. S.**	United States
comnt.	commentator	**&**	and
co.	company	( ) include maiden name of married woman.	
comp.	compiler		
contin.	continuer	[ ] include words or parts of words supplied	
dept.	department		
d.	died	? after a word or figure means *probably, perhaps.*	
ed.	editor		

Use also the common abbreviations for political, military, professional and honorary titles.

FOR IMPRINTS AND NOTES.

Use the Size Symbols, F Q O D S T Tt Fe, given at the end.

c	copyright, e. g., 1882 [℗'80]	**fac-sim.**	fac-similes
cm	centimeter	**gr. of por.**	group of portraits
ed.	editions	**il.**	illustrated—ions
f.	folios	**l.**	leaves

Library Abbreviations.

mut.	mutilated	**por. of gr.**	portrait of group
n. t.-p.	no title-page	**pt.**	part
p.	page or pages	**ser.**	series
p.	published, e. g. 1882 [p'80]	**tab.**	tables
		t.-p.	title-page
phot.	photographs	**v.**	volumes
pl.	plates	**w.**	(before words) with
por.	portraits	**w.**	(after words) wanting

In notes, the abbreviations in all these lists may be used.

FOR BOOK TITLES.

Besides the abbreviations for honorary and other designations.

acct.	account	**med.**	medical
ad.	additions—al	**mem.**	memoir
Am. or Amer.	America—n	**misc.**	miscellaneous
anal.	analysis—tical	**ms. mss.**	manuscript—s
ap.	appended	**N. A.**	North America
apx.	appendix	**nouv.**	nouvelle
biog.	biography—ical	**pref.**	preface, prefatory
chron.	chronology—ical	**pub.**	published—rs
comp.	compiled	**rel.**	relating—ive
cont.	containing, contents	**rept.**	report—ed—er
contin.	continuation, continued	**rev.**	revised—ion
		S. A.	South America
cor.	corrected	**sep.**	separate
dept.	department	**soc.**	society
ed.	edited—or—ion	**sup.**	supplement—ary—ing
Eng.	English	**theol.**	theology—ian
enl.	enlarged	**tr.**	translated, traduit, etc.
Fr.	French	**trans.**	transactions
fr.	from	**U.S.**	United States
geog.	geography—ical	**vocab.**	vocabulary
geol.	geology—ical	**&**	and, in all languages
geom.	geometry—ical	**[ ]**	words or part of words supplied
hist.	history—ical		
hrsg.	herausgegeben	**—**	to and including, or continued
Ger.	German—y		
Gr.	Greek—cian	**. . .**	matter omitted
impr.	improved—ments	**?**	probably, perhaps
incl.	including	**‖**	transition to another page
introd.	introduction—ory		
Ital.	Italian	**|**	end of line on title page. Used in exact bibliographical work.
Lat.	Latin		
lib.	library		
lit.	literature—ry		

Never use title abbreviations for specially prominent words.

Library Abbreviations.

FOR PLACES OF PUBLICATION.

Use first form on cards. In accession and all official records use shorter form.

Alb.	Albany
Amst.	Amsterdam
B. or Bost.	Boston
Balt.	Baltimore
Ber.	Berlin
Brns.	Braunschweig
Camb. or Cb.	Cambridge
Chic. or Ch.	Chicago
Cin.	Cincinnati
Copng.	Copenhagen
Edin. or Ed.	Edinburgh
Eng.	England
Fir.	Firenze
Glasg. or Gl.	Glasgow
Göt.	Göttingen
Kjöb.	Kjöbenhavn
L. or Lond.	London
Ley.	Leyden
Lpz.	Leipzig
Lug. Bat.	Lugduni Batavorum
Mil.	Milano
Mün.	München
N. O.	New Orleans
N. Y.	New York
Ox.	Oxford
P. or Par.	Paris
Ph. or Phil.	Philadelphia
San Fran. or S. F.	San Francisco
St. L.	St. Louis
St. Pet. or St. P.	St. Petersburg
Stut.	Stuttgart
U S.	United States
Ven. or V.	Venice
W. or Wash.	Washington

Also the common abbreviations for the States. Use for all languages when the equivalent name contains these letters.

TITLES, STATES, ETC.

A. B.	bachelor of arts
abp.	archbishop
A. D.	year of our Lord
adjt.	adjutant
adm.	admiral
Ala.	Alabama
A. M.	master of arts
Am. or Amer.	American
A. R. A.	associate of the royal academy
Ark.	Arkansas
atty.	attorney
B. A.	bachelor of arts
bart.	baronet
B. C.	before Christ
bp.	bishop
brig. gen.	brigadier general
Cal.	California
capt.	captain
Col.	Colorado
C. S. A.	Confederate States of America or C. S. army
C. S. N.	C. S. navy
Ct.	Connecticut
D. C.	District of Columbia
D. C. L.	doctor of civil law
D. D.	doctor of divinity
Del.	Delaware
dist.	district
D. T.	Dakota territory
Eng.	England
Fla.	Florida
F. R. S.	fellow of the royal society
Ga.	Georgia
gen.	general
gov.	governor
Gt. Br.	Great Britain
Ia.	Iowa
Id. T.	Idaho territory
Ill.	Illinois
Ind.	Indiana
Ind. Ter.	Indian territory
jr.	junior
Kan.	Kansas

Library Abbreviations.

Ky.	Kentucky	**N. Y.**	New York
La.	Louisiana	**O.**	Ohio
L. I.	Long Island	**Or.**	Oregon
LL. B.	bachelor of laws	**Pa.**	Pennsylvania
LL. D.	doctor of laws	**pres.**	president
lt.	lieutenant	**R. A.**	royal academician
maj.	major	**Rev.**	reverend
marq.	marquis	**R. I.**	Rhode Island
Mass.	Massachusetts	**R. N.**	royal navy
M. C.	member of Congress	**S. A.**	South America
M. D.	doctor of medicine	**S. C.**	South Carolina
Md.	Maryland	**sc.**	sculpsit, engraver
Me.	Maine	**sen.**	senior
Messrs.	plural of Mr.	**S. T. D.**	doctor of sacred theology
Mich.	Michigan		
Minn.	Minnesota	**supt.**	superintendent
Miss.	Mississippi	**Tenn.**	Tennessee
Mlle.	mademoiselle	**Tex.**	Texas
Mme.	madame	**U. S.**	United States
Mo.	Missouri	**U. S. A.**	U. S. of America or U. S. army
M. P.	member of Parliament		
Mr.	mister	**U. S. N.**	U. S. navy
N. A.	North America	**U. T.**	Utah territory
N. B.	New Brunswick	**Va.**	Virginia
N. C.	North Carolina	**visc.**	viscount
Neb.	Nebraska	**Vt.**	Vermont
N. H.	New Hampshire.	**Wis.**	Wisconsin
N. J.	New Jersey	**W. T.**	Washington territory
N. M.	New Mexico	**W. Va.**	West Virginia.
N. S.	Nova Scotia		

MONTHS.

Ja F Mr Ap My Je Jl Ag S O N D

DAYS.

Sn M Tu W Th F St

Use in this order "W 9 S 85" for "Wed. Sept. 9th, 1885."

FIGURES.

Never use roman numerals. Use arabic figures, a half larger than the script, for all numerical expressions.

Library Abbreviations.

Size Notation.

FOLD SYMBOL.	SIZE LETTER.	OUTSIDE HIGHT.
Never use for size.	*Never use for fold.*	*in centimeters.*
48°	Fe	Up to 10
32°	Tt	10 " 12.5
24°	T	12.5 " 15
16°	S	15 " 17.5
12°	D	17.5 " 20
8°	O	20 " 25
4°	Q	25 " 30
f°	F	30 " 35
	F^4	35 " 40
	F^5	40 " 50
	F^6	50 " 60

For all books over 35cm high the superior figures show in which 10cm of hight the book falls, e. g., F8 is between 70 and 80cm high.

Prefix *nar.* if width is less than $\frac{3}{5}$ hight
" *sq.* " more " $\frac{3}{4}$ "
" *ob.* " more than hight.

These dividing lines will be remembered by the three threes $\frac{3}{5}$, $\frac{3}{4}$, $\frac{3}{3}$.

ACTUAL SIZE METHOD.

Give all sizes in cm (for great accuracy add decimals), leaving the old sysbols and names, 8° and Octavo to indicate fold only. Give hight first, followed by h, or by x and width, e.g., 23^h or 23 x 14. 23^h means between 22 and 23, i. e., in 23^d cm. All measures are taken outside the cover. Width is from hinge to edge not including the round. To measure paper or letter-press prefix p(aper) or t(ype) to figures, including in type neither folio nor signature lines. e.g., 23x14, p22x14, t17x10, 8° describes a book with size of cover, of paper, of letter-press, and fold.

Library Colors.

The day colors are used, e. g., on Inspection Shelves, to mark by a colored thred the day on which each book is to go to its regular place in the library; or, they mark the day of a loan or mem., if the slips used are changed daily, as in some libraries. They are:—

Sn.	M.	Tu.	W.	Th.	F.	St.
Pink.	Blue.	Green.	White.	Red.	Fawn.	Salmon.

The language colors used, e. g., in bindings are:—

1. **American**, Light Brown.
2. **English**, Dark Brown.
3. **German**, Black.
39. **Minor Teutonic**, Dark Blue.
4. **French**, Red.
5. **Italian**, Maroon.
6. **Spanish**, Olive.
7. **Latin**, Light Green.
8. **Greek**, Dark Green.
91. **Minor Aryan**, Light Blue.
92. **Semitic**, Yellow.
93–99. **Hamitic, etc.**, Light Drab.

ABBREVIATIONS FOR BINDINGS.

bds.	boards	dk.	duck	rox.	roxburghe
buck.	buckram	mor.	morocco	rus.	russia
cf.	calf	pap.	paper	sh.	sheep
cl.	cloth, muslin	ro.	roan	vel.	vellum

Bibliography of catalog rules.

1750 **Francke**, J; Michael. "Jam de consilio et dispositione hujus catalogi, de causis item, unde natum omne hoc institutum, breviter exponam." (see his Catalogus bibliothecæ Bunavianæ. 1750–56. v. 1. pref. p. 6–14.)

This preface is valuable for the minute explanation given of the extent to which "analyticals" have been carried in the body of the catalog. "This systematic catalog according to subjects is a masterpiece not to be surpassed," says Ebert. C: A. N.

1761 **Audiffredi**, Giovanni Battista. "Ratio qua indicem conscribendum esse constitueramus." (see his Bibliothecæ Casanatensis catalogus, 1761, v. 1, pref. p. 10–18.)

A full explanation of the "rules" followed in making "this unsurpassed model of an alphabetical catalog according to the names of authors." But A. often takes the liberty of changing the wording of titles. C: A. N.

1790 **Kayser**, Albrecht Christoph. Über die manipulation bey der einrichtung einer bibliothek & der verfertigung der bücherverzeichnisse. 18 + 123 p. D. Bayreuth 1790.

Gives illustrated directions for putting up movable shelves and for numbering and locating books, rules for cataloging and alphabeting, and a form for shelf-list. Puts all books in two classes: where author is known, and anonymous. Discusses double titles and how anonymous books should be entered. C: A. N.

1811 **Ebert**, F: Adolph. Die erfordernisse des alphabetischen katalogs. (see his Über öffentliche bibliotheken besonders deutsche universitätsbibliotheken. 1811. p. 40–46.)

1829 [**Chaillot**, P:] Manière de faire le catalogue d'une grande bibliothèque. (see his Manuel du libraire. 1829. p. 17–34.)

1829 **Schrettinger**, Martin. Versuch eines vollständigen lehrbuchs der bibliothek-wissenschaft... 2 v. D. Mün. 1829.

Rules for author & subject catalogs with specimen pages.

1834 **Namur**, J: P: [The catalogue.] (see his Manuel du bibliothécaire. 1834. p. 61–95.)

1834 **Schrettinger**, Martin. Anleitung zur verfertigung eines alphabetischen namen-kataloges. (see his Handbuch der bibliothek-wissenschaft. 1834. p. 43–85.)

A very elaborately classified hand-book of library economy. C: A. N.

1836 **Richter**, Benedikt. Von der herstellung der ordnung. (see his Kurze anleitung eine bibliothek zu ordnen & in der ordnung zu erhalten. 1836. p. 2–38.)

Gives 14 numbered rules; discusses these, and other cataloging problems in 20 sections; folded plates of forms. C: A. N.

1839 **Hesse**, Leopold A: Constantin. (*L. A. Constantin, pseud.*) Des catalogues. (see his Bibliothéconomie. 1839. p. 95–130.)

New ed. 1841; Ger. tr. 1840.

1840 **Hesse**, see 1839.

1841 **British** museum. Rules. (see its Catalogue of printed books. 1841. v. 1, pref. p. 5–9.)

The famous 91 rules compiled by Panizzi, T: Watts, J. Winter Jones, J. H. Parry & E: Edwards. Adopted by the trustees, 13 Jl. 1839.

——, ——— (see Nichols, T: Handbook for readers at the British museum. 1866. p. 38–54.)

Nichols arranges the subjects treated of in the rules alphabetically & does not always preserve the exact wording.

—— Règles à suivre pour la confection du catalogue du Musée Britannique; [traduites par Olivier Barbier.] (see Bulletin du bibliophile. 1845. p. 299–308, 338–347.)

—— [Rules tr. into Portuguese.] (see Ramiz-Galvao, B: F. Bibliothecas publicas de Europa. 1874.)

—— Such portions of [these rules] as appear likely to be of benefit to readers in cases of more than ordinary difficulty. (see Sims, R: Handbook to the library of the British museum. 1854. p. 91–95.)

Extracts from 18 rules are given.

—— Rules for the compilation of the catalogue, as revised & codified to Jl. 1862. (see Stevens, H: Catalogue of American books in the British museum. 1866.)

1841 **Hesse**, see 1839.

1844 **Vituoni,** Francesco Sul modo di compilare il catalogo di una biblioteca; saggio proposto al giudizio dei dotti. 24+302 p. O. Mil. 1844.

1845 **British** museum, see 1841.

1848 **Hébert,** J. B. Essai sur la formation d'un catalogue général des livres & manuscrits existant en France à l'aide de l'immatriculation 11+128 p. O. P. 1848.
Of no practical value at the present day, but of some interest as a very elaborate scheme by a man who thought that the salvation of France was to be brought about by cataloging its population, its real property, its public debt, &c. W: C. L.

1850 **Brunet,** P[i] Gustave. Quelques mots au sujet des difficultés que présente la catalogographie. (see Bulletin du bibliophile. 1850. p. 563–567.)

1852 **Jewett,** C: Coffin. Smithsonian report on the construction of catalogues of libraries... & their publication by means of separate, stereotyped titles; with rules & examples. 6+78p. O. W. 1852.
For preliminary plan of this work, see Amer. assoc. for the advancement of science. 1851. 4: 165–176.

—— ——— Ed. 2. 12+96 p. O. W. 1853.
See also 1888, Italian translation by Guido Biagi.

1852 **Schleiermacher,** Andreas A; Ernst. Von den bibliothekscatalogen. (see his Bibliographisches system der gesammten wissenschaftskunde. 1852. v. 1, p. 27–63.)

1853 **Jewett,** see 1852.

1854 **British** museum, see 1841.

1855 **Manchester** (Eng.) Public free libraries. Special report on the plan, preparation, & printing of a classed catalogue of the reference department. 22 p. O. Manchester 1855.
Gives specimen pages, but no systematic set of rules. W: C. L.

1855 **Règles** suivies pour la confection du catalogue & dont la connaissance pourra rendre plus facile l'usage de ce travail. (see Bibliothèque impériale—Département des imprimés. Catalogue de l'histoire de France. 1855. v. 1, pref. p. 23–24.)

1855 **Seizinger,** J; G; Bibliothekstechnik; mit einem beitrag zum archivswesen, nebst 44 formularen. [4]+102 p.+45 f. O. Lpz. 1855.
Reprinted 1860. P. 20-54 give detailed instructions for author, classed, & subject catalogs, p. 60-94 for alphabetical arrangement of titles. "Formularen" are 44 folios of sample titles.

1856 [**Crestadoro,** Andrea.] Art of making catalogues of libraries. 60 p. O. L. 1856.

1856 **Petzholdt,** Julius. Von der verzeichnung & aufstellung der bibliothek. (see his Katechismus der bibliothekenlehre. 1856. p. 63–129.)
Contains specimen pages of catalog. Ed. 2, 1871, ed. 3, 1877.

1859 **Edwards,** E: Classification & catalogues; difficulties, rules & details. (see his Memoirs of libraries. 1859. v.2, p. 832–850.)

1859 **Sobolstchikoff,** B. De la manière de dresser les catalogues. (see his Principes pour l'organisation & la conservation des grandes bibliothèques. 1859. p. 47–65.)
Gives 27 rules for cataloging & 4 for alphabeting. They agree in the main with the A. L. A. rules. Advocates fixed location for shelving books; is admirably condensed & contains much valuable instruction. C: A. N.

1863 **Harvard** college library. Illustrations of the new catalogues, [by Ezra Abbott]. (see its Report of the committee of the overseers for 1863. p. 69–76.)
Consists of specimen cards.

1866 **British** museum, see 1841.

1869 **Cutter,** C: Ammi. The new catalogue of Harvard college library. (see North Amer. review. 1869. 108: 96–129.)
Discusses difficulties of author entries (periodicals, societies, &c.); of classed & dictionary catalogs & shows how Ezra Abbot's plan, still used at Harvard, combines alphabeting & classification.

1869 **Perkins,** see 1884.

1870 **Boston**—Public library. Points to be considered in cataloguing, revising & proof-reading. 8 p. Q. n. t.-p. [B.] 1870.
Only 200 printed & long ago out of print.

1870 **Valentinelli,** Giuseppe. Cataloghi alfabetici di libri per nomi di autori. (see Giornale delle biblioteche. 1870. v. 4, no. 4.)

1872 **Zenti**, Ignazio. Elementi di bibliografia, ossia regole per la compilazione del catalogo alfabetico di una pubblica biblioteca. 11 + 58 + [1] p. S. [Verona] 1872.

Of some value because it discusses the entry of Italian & mediæval names. W: C. L.

1874 [**Barack**, K; A;] Regeln für die verzeichnung der bücher. A. Zettelcatalog. 13 p. O. Strassburg 1874.

An unusually interesting & in many respects original set of rules for the use of the university library in Strasburg. Brief, but clear & direct. W: C. L.

1874 **Biadego**, Gius. Dei cataloghi di una pubblica biblioteca e in particolare del catalogo reale. 31 p. O. Verona 1874.

1874 **British** museum, see 1841.

1876 **Cutter**, C: Ammi. Rules for a printed dictionary catalogue. 89 p. O. (in U. S.— Interior, Dept. of — Education, Bureau of. Public libraries in the U. S. 1876. pt. 2.)

Indispensable in making dictionary catalogs; the standard authority, oftens poken as the "catalogers bible." *New edition about Dec. '88 can be had free on application to U. S. Bureau of education, Washington.*

Italian translation in preparation by G. Biagi for Bib. di bibliog. & paleog.

1877 **Harvard** college library. Rules for the use of capitals, [compiled by J: Fiske] 1 p. O. [Camb. 1877 ?]

1877 **Petzholdt**, see 1856.

1878 **Hjaltalín**, Jón Andrjesson. Remarks on rules for an alphabetical catalogue. (see Conference of librarians in London. Transactions. 1877. p. 93–96.)

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1879 **Amenduni**, Giuseppe. Dell'ufficio del bibliotecario; appunti. O. Nap. 1879.

1879 **Cambridge** (Eng.) university — Library. Rules to be observed in forming the alphabetical catalogue of printed books. (see Cambridge university reporter. 1879. p. 768–771.)

49 rules.

1879 **Dimmock**, G: Directions for preparing the bibliographical record for publication in Psyche, organ of the Cambridge entomological club, by the editors. [3] + 21 p. T. Camb. [Mass.] 1879.

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1880 [**Thomas**, Ralph.] [Cataloguing.] (see his Aggravating ladies. 1880. p. 9–39.)

Contents: How to describe a book; — Cataloguing; — Different descriptions of books; — Matters to be attended to in cataloguing; — Style of printing; — Punctuation; — The beginning & the end; — Errors; — Means of identifying the authors of anon. & pseud. publications.

Sensible & helpful but not systematic or extensive enough for independent use. W: C. L.

1881 **Firenze** — Biblioteca nazionale centrale. Istruzione per la compilazione e la copia del catalogo alfabetico [by Giuseppe Fumagalli.] (see its Regolamento per il servizio. 1881. p. 23–28.)

Not on the market.

1881 **Library** assoc. of the United Kingdom. Cataloguing rules. (see Transactions. 1881. p. 83–84.)

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—— Règles pour la rédaction des catalogues. (see Bibliothèque de l'école des chartes. 1881. 42: 601–605.)

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Preliminary reports of the L.A.U.K. committee, also discussion, changes, &c. Lib. assoc. of the U. K. Transactions. 1879. p. 8–10; 1880. p. 5–8, 135–136, 174–178; L. j. 4: 416–17, 5: 271–73.

Notes on L.A.U.K. rules by a German librarian, L. j. 1884. 9:190–191.

In L.A.U.K. Trans. 1881, in Neuer anzeiger & in Library chronicle, 1885, 48 rules are given; in Monthly notes, L. j. and in the French translation, 49 rules. Rule no. 19 of the former is separated into 19 & 20 in the latter.

1882 **Bodleian** library. Compendious cataloguing-rules for the author catalogue. Broadside. 35.5 x 55cm n. p. 1882.

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Suggests rules to be followed, & gives about 20 titles as examples. G. W. H.

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—— Same printed separately.

L. j. 1878. 3:12–20 gives report of the committee on uniform title entries, containing condensed rules with the committee's reasons & the sub-report on sizes.

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Very elementary & based mainly on Petzholdt's Katechismus. G. W. H.

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1884 **Blackburn,** C: F. Hints on catalogue titles, & on index entries, with a rough vocabulary of terms and abbreviations... 10+[1]+181 p. Q. L. 1884.

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" " Bibliographer. 1884. 6:18.
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4 p. of text & 50 sample titles, published by a government commission; see Centralblatt für bibliothekswesen. 1887. 4: 447.

1884 **Perkins,** F: Beecher. San Francisco cataloguing for public libraries; a manual of the system used in the San Francisco free public library. 53 p. O. San Fran. 1884.

He published a modification of Jewett's rules in Amer. publisher, 1869. Mr Perkins was many years in the Boston Pub. Lib. & is one of the most experienced library and literary workers. These rules with the accompanying "rational classification" are very suggestive & one of the first publications to be read by every student of cataloging. The Library Bureau now supplies the two volumes for $1.00. M. D.

1885 **Christiania** (Norway) — Universitet. Regler for katalogisering af Norsk literatur. (see its Year-book. 1884. p. 8–10.)

1885 **Keysser,** Adolf. Über die einrichtung der alphabetischen hauptkataloge öffentlicher bibliotheken. (see Centralblatt für bibliothekswesen. 1885. 2: 1–19.)

Criticised by Mecklenburg, p. 91–96. One of his points defended against M. by Grienberger, p. 327–328.

1885 **Library** assoc. of the United Kingdom, see 1881.

1885 **Mecklenburg,** H. B. Über alphabetishe anordnung. (see Centralblatt für bibliothekswesen. 1885. 2: 345–382.)

P. 345–346 urge importance of catalog rules & give a brief bibliography.

1885 **Meier,** Gabriel. Wie sollen handschriftenkataloge beschaffen sein? (see Central blatt für bibliothekswesen. 1885. 2: 463–471.)

1885 **Ottino,** Giuseppe. La biblioteca e il catalogo. (see his Manuale di bibligrafia. 1885. p. 83–146.)

Brief rules for cataloging. W: C. L.

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1886 **Condensed** rules for a card catalog. (see Library notes. 1886. 1:111–131.)
A. L. A. rules enlarged, slightly altered, & illustrated by 36 fac simile sample cards.
See also 1888. Columbia college lib.

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—— ——— 39 p. O. Lille 1886.
116 specimen titles are appended. The general catalog of incunabula in French libraries for publication by the government is now being made by these rules.

1886 **Dziatzko,** C; Instruction für die ordnung der titel im alphabetischen zettelkatalog der Königl. & universitäts-bibliothek zu Breslau. 11+74 p. O. Ber. 1886.

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Criticized by Roquette in Centralblatt, 1887. 4: 335–342. For Köhler's reply & Roquette's answer, see p. 466–469.

1887 **Dziatzko,** see 1886.

1887 **Fumagalli,** Giuseppe. Cataloghi di biblioteche & indici bibliografici. 19+199 p. O. Fir. 1887. (Biblioteca di bibliografia & paleografia.)
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Obtained prize offered by Italian minister of instruction for most rational rules for the preparation of catalogs & indexes.
Its voluminous rules for carding follow Cutter closely. It treats briefly of alphabetical, classed & dictionary catalogs. Goes largely into history & general principles. Its bibliographies are full & valuable. D: C. G.

1887 **Roquette,** A. Zur frage der autorschaft älterer dissertationen. (see Centralblatt für bibliothekswesen. 1887. 4: 335–342.)
Criticism of Köhler's article in Neuer anzeiger, 1886, 47: 225–250. For Köhler's reply & Roquette's answer, see Centralblatt. 1887. 4: 466–469.

1888 **Jewett,** C: Coffin. Della compilazione dei cataloghi per biblioteche & del modo di pubblicarli per mezzo di titoli separati stereotipati, regole & esempi. Prima versione dall' inglese a cura del G. Biagi... 9+120 p. O. Fir. 1888. (Biblioteca di bibliografia & paleografia.)

1888 **Rules** for author & classed catalogs as used in Columbia College Library with facsimiles of sample cards and bibliography of catalog rules. p. O. B. 1888.

In preparation: — Cutter, C: A. Regole per un catalogo a dizionario. Trans. by Guido Biagi.

The Library Bureau, 146 Franklin St., Boston, has become American publishers for this & all the Italian series now appearing as the Biblioteca di bibliografia & paleografia.

It will also keep on hand the best of the above list & other American, English & foreign aids for librarians & catalogers, most of which have been heretofore obtainable only with great difficulty. Many are out of print & so little in demand that booksellers cannot take time to hunt them up for any reasonable price. The Bureau has therefore started a department for these "tools of the craft," & wishes to buy duplicates & odd copies which may later be needed by some librarian for his technical library. It will receive and file orders for any of these specialties not now on hand & supply as promptly & cheaply as possible.

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Volumes, 4a, e, f, s; S. C. 4, 6, 7, 9, 10, 13, 24–32, 37–40 & 52.
Yellow cards, 8c, d, g, h; S. C. 43 & 44.

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